

15a ADMISSIONS POLICY

PRE-PREP, PREP AND SENIOR SCHOOLS

A copy of this policy is published on the school's website.:

Reviewed : May 2022

Date for review: June 2023

Created by: Emma Trelawny, Head of Admissions

A. Admissions Overview

A1. Other Related Policies

This policy includes further details of Admissions Procedures in sections B and C. It should also be read in conjunction with the following policies:

- Learning Support and EAL Policy
- Curriculum Policy
- Behaviour Policy – Rewards and Sanctions (this policy contains details about the criteria for temporary or permanent exclusions)
- Accessibility Plan

A2. Introduction

Truro School is an independent HMC co-educational day school for pupils aged 3-18 years, boarders from age 11-18 and the School is academically selective from age 7 (Year 3). The School admits pupils based on evidence and confidence that they will be able to progress and thrive within our educational context, supporting our ethos and values, and meeting our expectations of positive engagement in School life and learning. The main points of entry are at Nursery (3+ years), Year 3 (7 years), at Year 7 (1st Year), Year 9 (3rd Year) and Sixth Form (Year 12), although places are also sometimes available in other year-groups, subject to space. In all cases, regardless of age, application is made in the first instance by completion of the Registration Form and payment of the (non-refundable) Registration Fee (excluding Sixth Form).

From age 7 entry is by selection on academic merit and on assessment of a pupil's likely positive engagement with the ethos, values, and wider life of the School.

Admission will be subject to availability of a place and fulfilment of the current admission requirements.

Truro School is a Methodist school underpinned by Christian values that permeate school life. The School welcomes pupils from all social, cultural and ethnic backgrounds and those of all faiths and none. The Human Rights and Equality Acts are applied rigorously.

A3. Special Educational Needs and Disability (SEND)

The registration form requires parents to write to the Head of Senior School or Head of the Prep School when applying for a place setting out the nature and extent of any disability or special educational needs and whether or not they wish to the School to take any disability into account during the admissions process. All such correspondence will be dealt with sensitively and in confidence. Failure to disclose known information at the point of registration may result in access arrangements not being put in place for the entrance assessment.

The School's policy is to conduct its admission on a fair and non-discriminatory basis. We are committed to inclusivity and are committed to removing obstacles for all pupils undertaking our admissions process. We welcome pupils with special educational needs or with physical disabilities to apply for admission and will comply with our legal and moral responsibilities throughout our admissions process.

All applications will be judged on their own merits and reasonable adjustments will be made in the entrance assessments if supported by evidence from a current school of an applicant's "normal way of working" and/or liaison between SENDCos.

Offers of places are made to pupils who meet our academic entry requirements in our admissions process and for whom we are confident that they can go on to make progress once at our school in line with the resources we have and adjustments we can reasonably go on to make.

The School's Policy is to not put any disabled pupil who may have met our entry requirements in our entrance examination at a substantial disadvantage compared to any other pupil were they to go on and join the school. To this end, offers of places will be made to pupils with disabilities only once they have both passed our entrance assessments and once there has been clear evaluation of the ongoing adjustment needs for their full-time education at the School.

For some pupils for whom adjustments can reasonably be made to access our entrance assessment process, the requirements for subsequent admission to the School may be considerably greater and must be considered separately. Facilities and support for some disabilities may be beyond our current capacity and parents should consult the school's accessibility document (Accessibility Plan). This shows the ways in which we aim to make the school progressively more accessible to disabled pupils.

We will aim to support pupils with any Special Educational Need who have passed our admissions assessment within the reasonable constraints of our Learning Support Department.

A4. English as an Additional Language (EAL)

EAL needs that may affect performance in entrance examinations are taken into consideration when marking papers.

Parents may find it helpful to read our Learning Support and EAL Policy which can be requested from the Head of Admissions or is available on our website.

A5. Data Retention

Entrance Examination scripts are destroyed one year after the examination date. Registration forms and associated documents of applicants who withdraw or who are not offered a place, are destroyed after 6 years (11+entry), 4 years (13+ entry) and 1 year (16+).

A6. Complaints Procedure

The School's Complaints Policy is available to parents of applicants upon request from the Head of Admissions or from the website.

A7. Appeals Process

Parents wishing to appeal an admissions decision should write to the Chair of Governors (c/o Clerk to the Governors, Truro School), with a copy to the Head, stating their reasons for the Appeal. The School will respond to any appeal within two weeks of receipt.

B. Admissions Procedure – Prep and Pre-Prep

B1. Introduction

Pupils may join the school at any point during the academic year. Nursery children may apply to join from the start of the term following their third birthday. Parents are encouraged to make an appointment to tour the school and meet the Head or a senior member of staff including to share information about any relevant developmental or support needs. There are also many informal opportunities throughout the year to visit the school, such as Open Events and weekly Informal Guided Tours.

On receipt of a registration form with the registration fee of £100, we will contact you to make the arrangements needed to facilitate your child's entry into the school. The exact process will vary depending on your child's age on entry. Every effort is made in all sections of the school to ensure that when a pupil attends for a taster day they are put at ease and feel comfortable and relaxed throughout.

Receipt of a registration form is not a guarantee of the availability of a place and the Admissions Office will advise of the protocol of waiting lists where they exist. Pupils who are registered for a specific year group and then defer entry until the following year will join the waiting list (if applicable) for that year group.

Where an applicant already attends school, we will request a reference regarding their academic ability, co-curricular involvement, and any known inclusion needs, in the life of their current school.

We will write to you with the outcome of your application, or with a request for any further information that is needed to review the application. If offered a place, you should indicate your acceptance by completing and returning all requested paperwork and payment of the guarantee fee by the appropriate deadline.

Pupils joining the school in September who have been offered places will be offered further taster days in June to help them to prepare for their new school.

B2. Entry into Early Years Foundation Stage (Ages 3 to 4)

Pupils may apply to join the Nursery from the beginning of the term after their third birthday.

During the term prior to joining, you and your child will be invited to several Play & Stay sessions, as an introduction to school life. This also gives an opportunity for you as parents to have discussion with the staff of the Pre-Prep and to communicate information about your child that may be relevant to ensuring that the setting can meet their developmental needs. Pupils may join the Nursery for a minimum of two full days per week up to full time. The number of days can be increased during the course of the year. The exact arrangements can be discussed prior to joining and will depend very much on each individual child, their needs, and their ability to cope with the academic and social demands of school.

B3. EYFS Reception (ages 4-5) and Key Stage 1 – years 1 and 2 (ages 5-7)

Admission is based on a taster day during which the class teacher will assess the child at an informal level. A report from the child's current school is invaluable, and will be considered alongside any wider information related to developmental or inclusion needs that must be taken into consideration before offering a place.

B4. Entry into Years 3 to 6 (Ages 7 to 11)

Entry is academically selective and based on assessments in English and Mathematics. These are designed to be done on sight and no specific preparation is required or recommended. Pupils are invited to spend the day at the school, usually undertaking the tests in the morning with the Head or a senior member of staff before joining a class for the rest of the day. A report from the child's current school is invaluable, and will be considered alongside any wider information related to developmental or inclusion needs that must be taken into consideration before offering a place. A decision is usually made within 24 hours or once all available information has been gathered, and will always be communicated at the earliest opportunity to parents.

Parents wishing to apply for places in the upcoming academic year have until 1 July to do so. After this date, places in that year group may be reserved by parents for pupils seeking to join that year group in the following academic year (one year later). These applications for the following year's entry will be managed in chronological order from receipt of a completed registration form and fee. Children will be assessed in line with the year group they will be joining. Offers of places, if made, should be accepted by the date specified in order to reserve the place for the entry point agreed, and will be honoured subject to no new information emerging across the following academic cycle that would have been of material importance to an application and was not evident at the time of the offer made

There are no Scholarships or Bursaries offered at Truro School Prep. However, short term means tested bursaries may be applied for by existing parents during difficult times.

C. Admissions Procedure - Senior

C1. Entry into Year 7 (1st Year 11+) and Year 9 (3rd Year 13+)

The Entrance Examination is held on a Saturday morning in January prior to September entry. Sample papers, scholarship application forms and Means-Tested Bursary forms can be found on the website and further details about the day itself will be sent to all who register.

Parents who have not heard from the School by the beginning of December are requested to write to the Head of Admissions and, in case of doubt, also to telephone. The School does not accept responsibility for communications going astray.

Children of 10 years are sometimes accepted into the Year 7 (1st Year) of the school if they are sufficiently mature to cope with the academic and social demands of the school. Over-aged pupils may also be accepted.

All applicants will be interviewed by the Head of Admissions or a School Senior Leader during the autumn term or early in the spring term, prior to the entrance examination.

Those entering Truro School from Prep Schools at 13+ taking Common Entrance should be aware that the placing of new pupils in subject sets will be strongly influenced by their performance in these exams. Offers of places will be made conditional on performance at Common Entrance, where appropriate.

All applications will be treated fairly but where there is competition for places, priority will normally be given to pupils from Truro School Prep and siblings of current or former pupils (provided they have done sufficiently well in the entrance examination). An unsuccessful pupil may reapply for a place no less than one year later.

C2. Admissions from Truro School Prep

Truro Prep pupils also take the entrance examination. The results will be used to determine academic scholarship awards and/or to inform means-tested bursaries, whilst also giving comparable academic information for all pupils joining Year 7 (1st Year). For those pupils new to the Prep School in Year 6 the assessment is also selective and admission to the Senior School cannot therefore be guaranteed. Pupils who have been attending Truro School Prep from at least the beginning of Year 5, will proceed to the Senior School as per the Head of Prep's recommendation, regardless of outcome in the examination. This recommendation will be based upon suitability for the academic and wider expectations of the Senior School. In the rare event that a pupil is not recommended for automatic transition to the Senior School, they are entitled to apply as an external candidate via the entrance assessment process should they wish to do so.

Truro Prep pupils will be interviewed by the Senior School Head or another Senior Leader at the Prep School in the autumn term.

Truro Prep pupils applying for scholarships will be assessed in the same way as external candidates.

C3. Entry into Sixth Form (at 16+)

Truro School holds a Sixth Form Open Event at the beginning of the autumn term and there are other opportunities for prospective students to visit the school which we encourage. Admission is based on school report (which will include predicted GCSE grades or similar) and an interview. Offers are made on or after 1 December for entry the following September, where appropriate. Later applications will always be considered. Students require a minimum of six GCSEs at grade 5 or above with a minimum of grade 6 in any subject to be studied at A Level (or equivalent qualification), or a grade 7 in the subjects to be studied if those subjects are mathematics, physics, chemistry or biology.

C4. References and School Transitions

For pupils who will take their entrance exam in January, references are requested after 1 November before the entrance exams take place. In the case of out of cycle candidates, references are requested once the entrance exam has been arranged.

It is the responsibility of the parents to inform the Truro School whether there is any reason that a reference cannot be sought prior to the entrance exam being taken. We encourage parents to keep the applicant's current Headteacher informed of their intentions and, in the case of a move from another independent school, reserve the right to establish from the school that all fees have been paid and due notice given.

Before the offer of a place is confirmed for a pupil to join Truro School, the School reserves the right to request and review details of medical and disciplinary records, and any special needs or reasonable adjustments, from their previous school. Truro School expects transparency and cooperation from parents in providing and reviewing this information in order to ensure that the best interests of every child are met via the outcome of any application process.

A reference, verbal or written, must be received before a place can be offered. In the case where a request has been made to delay a reference request, or where a current school is yet to respond to our request, offers will be made subject to receipt of a favourable reference from the pupil's current school.

C5. Overseas Students

We are happy to make arrangements for any candidates who are unable to attend the entrance examination at Truro School to do so with the help of their existing school or Agents approved by the School. The Head or Head of Admissions will also conduct an interview by Teams or Zoom. Admission depends upon the prospective pupil meeting the academic criteria to ensure they will thrive at Truro School. This includes fluency in English. Pupils applying to join the school in to Year 11, 12 or 13 are required to take the Cambridge Assessments B2: First for Schools test as part of their admissions process to ensure that English comprehension and proficiency is at a high enough level to access the curriculum. Pupils will need to achieve a Grade C in this assessment in order to be considered for a place.

If the School finds that fluency in English is below the level expected upon arrival at the School after admission, support will be given by an appropriate teacher. This support may be provided during the school day or out of school hours. Truro School reserves the right to re-assess on entry any pupil who subsequently fails to meet the Admissions criteria.

Every effort will be made, during the course of pre-assessment and interview, to ensure that an international pupil is ready for the rigours of the school's curriculum. However, if a pupil does not settle into the course as expected, modifications such as a 3-year A level course or reduced number of GCSEs may be advised or required.

C6. Decision Procedure

Each examination is set and marked by a subject specialist and the results processed by the Head of Admissions and checked by an Administrator. In coming to a decision, the Head will consider the entrance examination marks, interview and admissions day notes and reports, where applicable, from staff assessing scholarship applicants, supported by feeder school references where necessary. Scholarships and Means-Tested Bursaries are decided by a Fee Remission Committee consisting of the Head, Business Director and Head of Admissions.

Offers of places and scholarships are sent by first-class post to parents on the advertised date. Accompanying acceptance documents will follow by email and are to be returned digitally. Parents have until the advertised Independent Schools 11+/13+ deadline to respond to any offer made. Offers are accepted by completion of the Truro School Acceptance Form and payment of the £500 (non-refundable) guarantee fee. This guarantee fee is pro-rata in the case of recipients of means-tested bursaries.

Offers of places and scholarships made to 16+ candidates in December have until early January to make their decision.

The School is not obliged to state its reasons for rejection of an applicant. However, feedback is usually given if requested by the parents.

C7. Out of Cycle Admissions

Pupils are referred to as 'out of cycle' when their application and assessment does not fall within the usual timescales of the Truro School 11+, 13+, and 16+ admissions schedule. Pupils who apply to join the School out of cycle will take an entrance examination on a mutually convenient date at Truro School or if that is not possible, via remote invigilation.

References are requested from a pupil's current School once the entrance exam has been arranged. It is the responsibility of the parents to inform the Truro School if there is any reason why a reference should not be sought prior to the entrance exam being taken.

As a matter of routine and to ensure full awareness of needs, the prospective Head of Year for any pupil applying out of cycle will contact the pupil's current school to ensure that potential transition can be supported and discussed with the pupil, family and School with a full awareness of all relevant medical, SEND, academic, behavioural, pastoral and wider context prior to the pupil's place being confirmed at Truro School.

In coming to a decision about admission, the Head will consider the entrance examination marks, interview and admissions day notes and reports, where applicable, from staff assessing scholarship applicants, and information provided by the feeder school, including references and the wider contextual information outlined above, where necessary. The intention will always be to ensure that offers are made to pupils whose needs can be met by the School and who are likely to thrive here.

Out of cycle offers are normally sent within 10 working days of the assessment exam date. In the event of there needing to be a delay based on the time needed to gather all the relevant information required for the offer decision to be made, parents will be kept informed by the Admissions team. Offer letters and associated documents will be sent by email and parents will be informed of the deadline for responses on a case by case basis.

The School is not obliged to state its reasons for rejection of an applicant. However, feedback is usually given if requested by the parents.

C8. Scholarships

Year 7-11 (1st-5th Year)

Truro School scholarships are awarded to pupils who show exceptional ability or potential in their approach to academic studies or in their commitment to co-curricular activities. The principle behind them is to attract pupils who will be front-runners in each area of activity; such pupils benefit all by setting high standards. All scholarships are awarded on the understanding that the recipients will continue to engage with commitment in their studies and also contribute to the scholarship specific area of school life.

From September 2023, scholarships for pupils entering the School in Years 7-11 (1st-5th Year) will be awarded in the form of further enhanced educational opportunities for the scholars themselves, and not as reductions in fees for parents. For pupils in Year 7 (1st Year), and rolling up annually from 2023, a scholarship evaluation and awards process (academic and co-curricular) will take place every year towards the end of the Spring Term. Pupils will be awarded academic and/or co-curricular scholarships based on ongoing assessment of their commitment and potential by our Heads of Department and Co-curricular leaders.

Scholarship status will be reviewed annually. Scholarship awards can hence be retained for the whole of a pupil's time at the School. Likewise, scholarship awards may cease by pupil choice if interests evolve away from a previously awarded scholarship talent, or may be removed by the School should a pupil not be engaging with the opportunities and enrichment programmes associated with scholarship status. In all instances, the determining factor for achieving and retaining scholarship status will be a review of the pupil's relevant achievements and their level of ongoing engagement with our enhanced enrichment and scholarship programmes.

Scholarship awards for Years 7-11 (1st-5th Year) will be communicated to parents at the end of Spring Term.

Sixth Form

At 16+ entry into our Sixth Form, for current pupils and those applying from outside Truro School, scholarships will take the form of a Diploma Scholarship Award, which will include 5-10% fee remission as well as enhanced scholarship and educational opportunities. Sixth Form Diploma Scholarships are awarded before Christmas of Year 11 (5th Year). They are awarded from an application and selection process that includes a pre-prepared application, a review of a pupil's school record, and an interview that will include a pupil presentation.

At the discretion of the Head, a select number of higher value 16+ scholarships may be awarded to students likely to contribute to the Sixth Form Diploma programme and School community in ways considered to be exceptional.

Choristers

Girl Chorister scholarships are awarded at 13+. Recipients of the Girl Chorister scholarship receive 25% fee remission and will sign a scholarship agreement with Truro Cathedral. Further information can be found on the School website or by contacting the Admissions Office. Boy Chorister scholarships are awarded from 8+ (to the end of 2nd Year (Year 8)) when serving boy Choristers are eligible to become music scholars. Chorister related fee remission is reviewed sympathetically at this transition point in line with the School's scholarship and Means-Tested Bursary process.

Fencing

Fencing scholarships are awarded at 11+, 13+ and 16+. The award carries the kudos of the scholarship achievement and with it a fee discount normally of 5 or sometimes 10%. All scholarships are awarded on the understanding that the recipients will continue to make good efforts in their studies and contribute to the scholarship specific area of school life.

All applicants for fencing, chorister, and Sixth Form Diploma Scholarships will undergo additional appropriate assessments and/or auditions.

Further information about the requirements and deadlines for applications can be found on the School website or by contacting the Admissions Office.

Truro School Means-Tested Bursaries

Truro School welcomes applications from pupils whose parents cannot afford the fees in full or in part. These Means-Tested Bursaries are made at the same time and in the same way as Scholarships but all those wishing to apply should complete a financial declaration form (available on-line or from the Admissions Office) and arrange for their son or daughter to have

an interview via the Admissions Office. The completed financial declaration form should be returned, in confidence, to the Finance Director. Offers of Means-Tested Bursaries will be made at the same time as other places but it is customary to place some pupils (a small number) on a waiting list. Pupils who wish to enter for a scholarship at the same time may do so and, if successful, this will be offered in addition to the Means-Tested Bursary.

We would like to be in a position to help everyone in need, and we are delighted to offer some assistance within the framework outlined above, but the School has limited endowments for scholarships and bursaries and assistance comes mostly therefore from general income. We will be stringent to be fair to all parents and look on the payment of the standard fee as the norm. It would be misleading if we allowed it to be assumed either that anyone has a 'right' to a bursary or that fees are negotiable.

Interviews

All applicants will be interviewed at some point during the course of their application. The aim of the interview is to discover, in an informal way, more about the candidate's intellectual curiosity, level of knowledge in particular subjects, and to discover their co-curricular and wider interests and talents in order to choose those who will benefit most from, and give most to, the life of Truro School, both in and out of the classroom.